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15 January 1954

MEMORANDUM FOR: Addressees Listed Below with Distribution

SUBJECT:

Proposed Handbook No. [ ] Glossary of  
Intelligence Terminology

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1. A Glossary of Intelligence Terminology, Office of Training Reference Manual No. O-1, has been published recently by the Director of Training as an intra-office publication for use in the training programs of the Agency. In this connection, the Regulations Control Staff has received numerous expressions of opinion from various components of the Agency that a CIA Glossary of Intelligence Terminology would be most useful in encouraging common Agency-wide usage and understanding of intelligence terms. Accordingly, it is tentatively proposed to publish a modified and expanded version of the Office of Training Reference Manual No. O-1 as an Agency Handbook together with a supplementary Handbook for the terms which, because of their disclosure of covert operational techniques and activities, warrant controlled and restricted distribution.

2. With the permission of the Director of Training, we are circulating for your review and comments, copies of the Glossary developed and published by the Office of Training. The purpose of this distribution is not to coordinate this publication as a proposed Agency issuance but to secure opinions on the following questions:

a. Is there general need for a glossary as an aid to uniform understanding of intelligence terminology and accuracy of communication?

b. Should use of a general glossary be a matter of,

(1) the discretion of individual employees

(2) intra-office policy

(3) Agency policy?

c. Is the scope of the OTR Glossary substantially adequate to cover the activities of your component? If not, what major categories of intelligence terminology must be amplified or added to the Glossary?

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4. Is the mechanism in the OTR Glossary providing for the direct submission of suggestions and revisions considered to be effective to continue the development and maintenance of the Glossary?

*It is believed that the suggested mechanism will be effective.*

3. The answers to the questions in paragraph 2 are contingent upon detailed review of the OTR Glossary. It is suggested that each component undertake such review and submit proposed revisions to the Office of Training for consideration and resolution. February 28 is suggested as a target date for reply to this office.

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Chief, Regulations Control Staff

cc: Deputy Director (Administration) - 1  
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General Counsel - 1  
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Deputy Director (Plans) - 14  
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